

## JOB VACANCY POSTING

<b>POSTING #:</b>	171-22	<b>ISSUE DATE:</b>	May 2, 2022
<b>TITLE:</b>	<b>ASSISTANT COMMISSIONER, DIVISION OF CHILD PROTECTION &amp; PERMANENCY (UNCLASSIFIED)</b>	<b>CLOSING DATE:</b>	May 16, 2022
<b>LOCATION:</b>	Department of Children and Families (DCF) Division of Child Protection & Permanency (DCP&P) Office of the Assistant Commissioner 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1		
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	Commensurate with education and experience
<b>SCOPE OF ELIGIBILITY:</b> Opportunities are subject to current promotional and hiring restrictions.			

The Department of Children and Families seeks a proven leader to serve as Assistant Commissioner (AC) overseeing the Division of Child Protection and Permanency (DCP&P). Reporting directly to the Commissioner, the AC serves as a member of the Department's Executive Management and is responsible for providing direction and leadership to DCP&P that results in sound programmatic, administrative and fiscal policies and practice, ensuring the delivery of integrated, quality, and family-centered services in the 9 Area and the 46 Local Offices. Responsible for providing vision, leadership and direction to the nearly 5,000 administrative and direct practice staff serving approximately 30,000 children from 16,000 families. The AC is responsible for contributing to the overall success of the DCF Strategic Plan through the development and implementation of Division goals and family outcomes.

The DCF strategic plan identifies four (4) major priorities for the Department:

1. Primary prevention of maltreatment and maltreatment related fatalities
2. Preserving kinship connections
3. Staff health and wellness
4. A fully integrated and inclusive Children's System of Care (CSOC)

The successful candidate will be able to articulate ideas and interventions needed to achieve these priorities, through the lens of system transformation, and incorporating the department's values of collaboration, equity, evidence, family and integrity.

Division services include a statewide child abuse hotline (State Central Registry), child protective service investigations, child welfare assessments, case planning and case management, resource home recruitment, training and licensing, adoption services, and healthcare case management for children in out of home placement. This position administratively supports and conducts the daily operations of DCP&P and provides oversight of programs, policies and operations of the Division in accordance with state and federal guidelines. The AC will be instrumental in analyzing and/or coordinating the analysis of proposed policy, legislation of programs, Administrative Orders, Executive Orders and rules (New Jersey Administrative Code) affecting the Division, with particular emphasis on the administrative and budget implications of specific changes or additions impacting on programs and functions. The AC is a critical position that is required to work cooperatively with the three other DCF operating divisions and the many administrative support units to carry out the Division's mission.

Job functions include the following:

- Responsible for integrating into the Local Offices the new Solution Based Casework (SBC), evidence-based case practice model enhancement into the daily case management programs, including child protective investigations and child welfare assessments, family engagement, resource family recruitment, kinship and adoption services.
- Participates in strategic and administrative planning for the Division and Department.
- Member of the Operating Committee and Executive Management Teams. Participates in a variety of operational, administrative and policy meetings.
- Responsible for the coordination, integration and management of children's protective services, child welfare, quality management and administrative functions for children and their families.
- Responsible for resolving procedural and operational problems within the Area and Local Offices.
- Provides Central Office Operations with information on additional needs required to meet established objectives and outcomes.
- Designs and oversees the implementation of creative solutions to case related problems within the Area and Local Offices.
- With assistance from the Business Managers, Area Directors, and Local Office Managers, monitors and makes recommendations, corrections or adjustments to division and program budgets.

- Provides direct supervision to the 9 Area Directors, who oversee the operation of the 46 Local Offices.
- Visits the Local Offices, outposts and satellite offices to ensure that they maintain acceptable standards of performance.
- Produces results that reflect logical and thorough organization and sound analysis of operational problems and issues.
- Recommends clear and effective strategies for addressing issues and problems related to programs and functions.
- Participates in monitoring the quality and fidelity of case practice in partnership with the Office of Quality.
- Takes corrective action so that problems or weaknesses identified through the continuous quality improvement process facilitate continuous improvement of program systems and services.
- Collaborates with staff and DCF partners to ensure the safety, well-being and permanency of children and families served by DCP&P in accord with principles that reflect "best practice" standards, promoting strength-based family engagement and teaming.
- Partners with external and internal stakeholders to support policy and the delivery of services that are solution-focused, strength-based and individualized.
- Monitors training initiatives to ensure best practices are supported.
- Partners with leadership to ensure management by data balances positive qualitative and quantitative outcomes.
- Partners with leadership to ensure best practices are supported for all areas of practice, including Resource Care, Adoption, and State Central Registry (SCR) Operations.

New Jersey is a state administered child welfare system.

**REQUIREMENTS:**

**EDUCATION:** A Bachelor’s degree from an accredited college or university is required. A Master’s degree in Social Work or related field is preferred.

**EXPERIENCE:** At least eight (8) years of social service experience which should include substantive experience in the management and leadership of social service program, three (3) years of which shall have involved management responsibilities, including personnel, policy, budget and fiscal accountability and oversight.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one’s transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**LICENSE:** Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**COVID-19 VACCINATION/TESTING REQUIREMENT** – Per Executive Order 253, all State employees are required to be vaccinated by October 18, 2021 or undergo frequent testing. Please do not submit your vaccination card at this time.

**Electronic Filing:**

Forward a cover letter and resume as a **single PDF format**, saving all PDFs by your **Last Name, First Name** to:

**[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)**

Include the Job Posting # in the subject line of your email.

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**